

# Adams County Stormwater Control Plan Standard

## 1. Stormwater Control Plan Requirements

*All requirements are based on project scope and applicability.*

**A. Cover Sheet.** A cover sheet, stamped and signed by a professional engineer registered in the State of Wisconsin may be required, indicating that all plans and supporting documentation have been reviewed and approved by a Qualified Professional and certifying that they have read the requirements of this ordinance and that, to the best of their knowledge, the submitted plans comply with the requirements of the Adams County Stormwater Runoff Ordinance. The cover page should include, but not be limited to the following items;

1. **Designer.** Drafting date and contact information for the project engineer/technician/planner. The contact information shall be an individual not a firm or company;
2. **Location map.** Map showing the site location within a public land survey section or subdivision. Map shall include 2 major roadways for reference.
3. **Revisions.** Documentation of all revisions including date, person, and type of change
4. **Utilities release.** Written authorization verifying all utilities have been located and are clearly marked to the minimum of the project boundaries. This will include an authorization number from the authorized utility or subcontractor.

**B. Site Map(s)** Prepared in accordance with minimum LWCD standards and of sufficient clarity for those responsible for site grading, including, but limited to:

1. **Plan Details.** Development title, graphic scale, north arrow; sheet numbers and revision dates on every page applicable.
2. **Property location.** Description by public land survey system (1/4 section, section, township, range, county);
4. **Survey Information.** Ownership boundaries, bearings, lengths and other survey references that will accurately identify the sites location, in accordance with s. 236 Wisconsin Statutes and county mapping standards for all land divisions;
5. **Site Identification.** Lot numbers and dimensions, including outlots for all land divisions;
7. **Surveyor's Seal.** Surveyor's certificate, signed, dated and sealed for all land divisions and CSM;

**8. Discharge Location.** Location of existing and proposed storm water discharge points;

**9. Conveyance System.** Type, size, location and cross-sections of all pipes, open channels, grade stabilization structures and other proposed storm water conveyance systems, with unique references to support/design documentation

**10. Drainage Easements.** Location and dimensions of proposed drainage easements;

**11. Access Easements.** Location, dimensions and surfacing material or soils data of proposed access lanes and delineation of easements needed to allow future maintenance and inspection of all storm water BMPs in accordance with Section 8 of Adams County Stormwater Runoff Ordinance. The minimum width of any access easement shall be 15 feet unless otherwise designated by LWCD;

**12. Surface Information.** Delineation and labeling of all proposed impervious and pervious areas and accompanying area computations;

**9. Topography.** Existing site topography at a contour interval not to exceed 2 feet, including spot elevations for physical features such as culvert (invert elevations), retaining walls, road and ditch centerlines and topographic high and low points;

**10. Surface Water Information.** Location and name, if applicable, of all lakes, streams, channels, ditches, and other water bodies or areas of channelized flow on or adjacent to the site;

**11. Wetland Information.** Location and name, if applicable, of all wetlands and identification of source of delineation. For final land divisions, these boundaries shall be field verified;

**12. Shoreland Zoning Information.** Boundaries of shoreland zones and the ordinary high water mark (OHWM) for any navigable water body as defined by the Adams County Shoreland Protection Zoning Ordinance. For final land divisions, the OHWM boundaries shall be field verified;

**13. Flood Information.** Boundaries and elevation of the 100-year floodplains, flood fringes and floodways, as defined by the Adams County Shoreland Protection Zoning Ordinance. For final land divisions, these boundaries and elevations shall be field verified;

**15. Soil Borings.** Locations of all available soil borings or soil profile evaluations with unique references to supplemental data report forms;

**16. Environmental Corridors.** Location of primary and secondary environmental corridors, as defined by the North Central Wisconsin Regional Planning Commission. For final land divisions, these boundaries shall be field verified;

**17. Natural Area Boundaries.** Location and description of isolated natural area boundaries as defined by the North Central Wisconsin Regional Planning Commission, woodland areas and other vegetative cover types;

**18. Structures.** Location and descriptive notes for existing and proposed structures within 50 feet of the property boundaries and their proposed use, including, but not limited to buildings and foundations, roads, parking areas, fence lines, access lanes, culverts (include size and type), above ground utilities and retaining walls;

**19. Waste Facilities.** Location and description of all waste storage facilities including but not limited to, dumps, landfills, manure or other waste storage facilities;

**20. Setbacks.** Boundaries and descriptive notes for all applicable setbacks;

**21. Easements.** Location and descriptive notes for any existing or proposed easements, right-of-ways, vision corners or other known site restrictions. Road right-of ways and building setbacks shall be in compliance with all applicable administrative codes, adopted plans and ordinances;

**22. Public Dedication Area.** Location and descriptive notes for existing and proposed public dedications of parcels or right-of-ways;

**24. Well Information.** Location and documentation of any existing well and delineation of any applicable regulatory setbacks, in accordance with Ch. NR 811 and 812 Wis. Admin. Code;

**25. Archeological/Historic Information.** Location and Documentation of level of Impact as outlined in section (f) of any Archaeological, Historic, or other recognized site of importance. Documentation will be in the form of National Registry compliance.

**26. Documentation** Notes describing source documents, date and measure of accuracy for all applicable mapping features noted above;

**27. Other.** Other site information that the LWCD determines is necessary to administer this ordinance.

**C. Detailed Cross-Sections and Profiles.** of each BMP showing all critical design features, side slopes, structures, soil profiles and applicable elevations, including seasonal high water table and separations from karst features and bedrock;

**D. Materials Specifications** Detailed drawings or material specifications for inlets or outlets.

**E. Construction Notes.** Detailed construction notes explaining all necessary procedures to be followed to properly implement the plan, including planting and landscaping specifications, timing and sequencing of construction and any temporary measures needed to protect BMPs during the construction phase;

**H. Miscellaneous Maps.** Location of soil borings and soil profile evaluations with surface elevations and unique references to supplemental data sheets, as needed to determine

feasibility of any proposed storm water BMP and to comply with applicable technical standards;

1. Soils Map
2. Topography Map
3. Land Use Map
4. Watershed/Subwatershed Map
5. Vegetative Cover (proposed & existing)
6. Seeding/Planting Map

**J. Inspection Plan.** A detailed construction inspection plan, outlining the critical elements in the plan that need to be surveyed or inspected by a representative of the project engineer/planner, the LWCD or the town, and the timing and notification requirements involved. :

**H. Narrative.** A narrative summary of the storm water management plan, briefly explaining any unique information that led to the selection of BMPs, how the proposed plan meets the guiding principles under sub. (b) above, and the specific storm water planning requirements under sub. (d) above.

**I. Support Documents.** Documentation of any other calculations used to demonstrate compliance with the performance standards in this section

accompanying runoff curve numbers within the site and draining into the site from adjacent properties, with unique references to hydrology data summaries and a description of the ultimate receiving water body(s) for off-site discharges;

**3. Pre/Post Flow Calculations.** Pre-development and post-development hydrology and pollutant loading (if applicable) data for each watershed, such as peak flows and runoff volumes, as needed to meet the requirements of this ordinance. All major assumptions used in developing input parameters shall be clearly stated and cross-referenced to the maps under par. B. above;

**4. Surface Calculations.** Impervious surface maps and calculations of runoff volumes and effective infiltration areas, in accordance with (d).3. above.

**5. Hydraulic and Hydrologic Data.** Summaries for all existing and proposed pipes, open channels, grade stabilization structures and other storm water conveyance systems, and the necessary documentation to demonstrate compliance with the site drainage requirements.

**6. Best Management Practice Design Data.** BMP design data for each proposed BMP, showing how it complies with applicable technical standards and the requirements of this ordinance;

**7. Soil Interpretations.** Soil evaluation reports, following the standards with matching references to map features showing their location and elevations;

**9. Costs.** Cost estimates for the installation of proposed storm water BMPs, which shall serve as a basis for the financial assurance. The applicant may use average costs for BMP installations in the county rather than specific estimates, upon approval by the LWCD.

**10. Impacted Owner Authorization.** For sites where changes are proposed in storm water flow paths, or where proposed storm water discharges may otherwise have a significant negative impact on downstream property owner(s), the LWCD may require the applicant to submit written authorization or complete other legal arrangements with the affected property owner(s); and

**L. Erosion Control Best Management.** Practices associated with the land development activity including, but limited to;

**1. Site Plan Map.** A plan map delineating land area to be disturbed and location of planned best management practices.

**2. Narrative.** A narrative describing the land disturbance activity, the best management practices to be installed, an installation schedule, procedure to certify practices installed, and a description of final site stabilization including areas within the property boundary but outside of the land disturbance area.

**3 Support Documents.** Documentation of any other calculations used to demonstrate compliance with the best management practices selected.

**M. Other.** Items deemed necessary by the LWCD to ensure compliance with the requirements with Adams County Stormwater Runoff Ordinance.

**3. Application for Technical Exemption of Stormwater Runoff Control Plan.**

*An exemption may be granted by the LWCD upon the applicant submitting the following items to the LWCD, which shall constitute a completed application:*

A. A written request describing the provisions of this subsection for which an exception is being requested and an explanation of why;

B. A site plan in accordance with sub.(2) above, including the delineation of the area and size (in acres) to which the exemption would apply and any other storm water BMPs required to meet this ordinance or as recommended in a regional storm water management plan;

C. The necessary technical documentation to demonstrate that the site meets one or more of the criteria for which an exemption is being applied, including documentation of the applicable provisions of any regional storm water management plan that may be involved;

D. For off-site BMP(s) under sub. 1. A. above:

1. Documentation that the necessary BMP(s) have been properly installed, including as-built plans, construction certification and design summaries in accordance with Sec. 8.12 (b) of the Adams County Stormwater Runoff Ordinance;
2. A copy of the recorded maintenance agreement in accordance with Sec. 13 of Adams County Stormwater Runoff Ordinance, and any other easements or legal arrangement that may be involved to ensure the long-term maintenance of the off-site BMP(s).
3. Documentation of payment of any applicable fees that may be required by a unit of government charged with implementing a regional storm water management plan. Note: Fees may be through a storm water utility district or other unit of government and would usually be based on an equitable distribution of costs for land acquisition, engineering design, construction, certification and maintenance of storm water BMPs implemented through the regional storm water management plan

E. For Internally Drained Sites under sub. 1. A above:

1. Documentation of site contours, side slopes, and adjacent property terrain.
2. Documentation or narrative describing type of stabilization used (i.e. seeding, and rock riprap). Stabilization technique should be adequate to withstand
3. Schedule of construction detailing grading, seeding, and finalization date.

F. Other materials that the LWCD determines to be necessary to make a determination under this subsection or to comply with this ordinance.

3. **Application for Exemption Review and Notification Procedures.** The LWCD shall review all exemption application materials submitted determine compliance with this section and notify the applicant of a decision within 30 working days of the application submittal date, in accordance with the procedures under Sec. 8.3 of the Adams County Stormwater Runoff Ordinance. The LWCD shall approve all exemptions in accordance with the procedures Sec. 8.4 of the Ordinance. In consideration of all exemption requests, the LWCD shall ensure that the applicant meets the requirements of this section to the maximum extent practicable.
4. **Exemption Fee.** For those sites that are exempted under this subsection, the applicant shall pay a fee to the LWCD
5. **Stormwater Runoff Control Plan Implementation.** All best management practices shall be installed and maintained in accordance with approved plans and construction schedules. A copy of the approved plans shall be kept at the construction site at all times during normal business hours.
6. **Stormwater Runoff Control Plan Modifications.** The LWCD shall be notified of any significant modifications proposed to be made to the approved plans. The LWCD may require proposed changes to be submitted for review prior to incorporation into the approved plans or implementation. Any modifications made during plan implementation without prior approval by the LWCD are subject to enforcement action.

7. **Inspection Log.** The permit holder shall provide a qualified professional to conduct inspections and maintain an inspection log for the site. All best management practices shall be inspected within 24 hours after each rain event of 0.5 inch or more that results in runoff, or at least once each week. The inspection log shall include the name of the inspector, the date and time of inspection, a description of the present phase of construction, the findings of the inspection, including an assessment of the condition of erosion and sediment control measures and the installation of storm water management BMPs, and any action needed or taken to comply with this ordinance. The inspection log shall also include a record of BMP maintenance and repairs conducted under subs. 8 and 9 below. The permit holder shall maintain a copy of the inspection log at the construction site or via the Internet, and shall notify the LWCD of the method of availability upon permit issuance. If the inspection log is maintained on site, the LWCD may view or obtain a copy at any time during normal business hours until permit termination under. If the inspection log is made available via the Internet, the permit holder shall notify the LWCD of the appropriate Internet address and any applicable access codes, and shall maintain the availability of the log until permit termination.
8. **Repairs Not Associated with Stormwater Runoff Control Plan.** The permit holder shall be responsible for any damage to adjoining properties, municipal facilities or drainage ways caused by erosion, siltation, runoff, or equipment tracking. The LWCD may order immediate repairs or clean-up within road right-of-ways or other public lands if the LWCD determines that such damage is caused by activities regulated by a permit under this ordinance. With the approval of the landowner, the LWCD may also order repairs or clean-up on other affected property.
9. **Emergency Work.** The LWCD, in accordance with the enforcement procedures under Section 10, to perform any work or operations necessary to bring erosion control or storm water management practices into conformance with the approved plans and consents to charging such costs against the financial assurance or to a special assessment or charge against the property as authorized under Sub Ch. VII of Ch. 66, Wisconsin Statutes
10. **Other Requirements.** The LWCD may include other permit requirements that the LWCD determines are necessary to ensure compliance with this ordinance